

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Classification and Wage Division

DATE: 15 December 1953

FROM : Deputy Chief, Finance Division

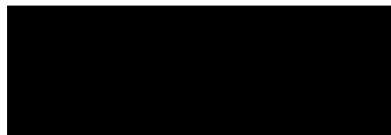
SUBJECT: Adjustment of T/O

1. It is requested that Slot No. 64 in the Office of the Chief, Accounts Branch be diverted to the Accounting Section of that Branch as Slot 317.05.

2. At the present time there are 30 positions in this Branch and each is incumbered; however, there is no individual presently qualified to act as Secretary to the Chief of that Branch. It is proposed to use the incumbent of Slot 199 as Secretary in the Office of the Chief until such time as a vacancy occurs whereby we may recruit a Clerk Steno to fill position No. 64.

3. The above is a temporary measure only and will be re-adjusted as soon as possible.

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